POSITION: Deputy Director  
LOCATION: Northwest Youth Corps Headquarters, Eugene, Oregon. Frequent travel required.  
STARTING WAGE: $75,000 - 80,000 annual salary  
BENEFITS OVERVIEW: Includes Personal Leave, Paid Holidays, Medical and Dental Coverage, Disability/Life Insurance, 401(k) investment plan, Professional Development, and other perks!

Organizational Summary  
Since 1984, Northwest Youth Corps (NYC), a non-profit organization, has given tens of thousands of youth and young adults opportunities to learn, grow, and experience success. Through partnerships with conservation agencies, youth and young adults gain the personal and professional skills needed to carry out a variety of stewardship projects, from which they can earn a stipend, high school credit, and/or an AmeriCorps educational award. More importantly, these young people gain skills needed to become economically and socially self-sufficient, benefit their communities as citizen stewards, and recognize that they can make a positive difference. NYC also operates an accredited charter school, internship program, and the Idaho Conservation Corps (ICC).

Position Summary  
The Deputy Director is a key member of the NYC Leadership team and works closely with the Executive Director and the Leadership Team to implement, design, and support systems which advance the success of NYC’s Programs, Operations, and Community Engagement Departments. The Deputy Director supervises and supports the Directors of these three program areas to ensure the safety, quality, consistency, fiscal stability and smooth operation of each Department. This position facilitates supportive collaboration across Departments, develops systems and controls for quality assurance, while supporting and advancing the strategic goals of the organization. This position also works collaboratively with executive staff to drive innovation while ensuring effective programmatic infrastructure, and provides support, coordination, and management of program operations as necessary during transitions of individual program Directors and other key staff.

Position Details  
Department Supervision  
The Deputy Director reports directly to the Executive Director. This position is responsible for supervising 4 – 6 direct reports and frequently collaborating with staff in a three state area.

Diversity, Equity, and Inclusion  
- Promotes continued organizational support of Diversity, Equity, and Inclusion initiatives. This position is one of the key organizational leaders for these endeavors.  
- Works to remove barriers to participation for underrepresented groups in our programs and staff.

Essential Duties and Responsibilities  
- **Risk Management** – This position is one of the key organizational leaders for risk management in the field and the workplace. Provides guidance, training, and leadership to NYC risk assessment and management across all programming elements – from recruitment and on-boarding, to training, policies, procedures, and program delivery.
• **Systems Coordination** – Facilitates systems coordination and collaboration across departments to ensure seamless and integrated department actions. Evaluates whether current systems have the ability to meet goals of the organization.

• **Professional Development** – Provides support and opportunities for staff professional development goals and evaluation.

• **Quality Assurance** – Lead and support quality assurance based on data-driven criteria. Ensure key quality standards meet or exceed industry best practices, and are lived up to by all staff.

• **Mission Alignment** – In collaboration with the Leadership Team, ensures all NYC programs and innovations are aligned with organizational mission.

• **Department Structure** – Continuously assess staffing for efficiency and equitable work load.

### Position Qualifications & Certifications

- Five years high level managerial experience in a position with organizational accountability.
- Highly organized, detail-oriented, and self-motivated.
- Creative and innovative systems thinker.
- Excellent communication skills – proven leadership expertise.
- Budgetary and financial management experience with an organization in the $6-8 million range.
- Experienced, calm crisis manager in both field and office settings.
- Experience in youth development.
- Proven success in creating collaborative relationships and/or coalitions.
- History of effectively working with community organizations and/or public agencies.
- Understanding of public relations and marketing.
- Background in education, public policy and/or resource management desirable.
- Outdoor recreation, education, or work experience a plus.

### Terms of Employment

This is a full time, exempt position. Typical hours are Monday through Friday, 8:00AM to 5:00 PM. Workload varies seasonally and will require long days, travel, and/or evening and weekend responsibilities periodically.

### To Apply

Send a cover letter, resume and three references to Jessie Johnson, Human Resource Officer, Northwest Youth Corps, 2621 Augusta Street, Eugene, OR 97403 or you may e-mail jessicaj@nwyouthcorps.org with Deputy Director in the subject line and document attachments in either word or pdf format. **Please do not call.**

All job offers are contingent on the successful completion of a criminal background check. Additional program information can be found at [http://www.nwyouthcorps.org/m/](http://www.nwyouthcorps.org/m/)

**Northwest Youth Corps is an Equal Opportunity Employer** - Our core purpose is to provide opportunities for youth and young adults to learn, grow, and experience success. We believe diversity is a key source of strength for our communities, and we strive to create a safe and empowering environment for participants from a wide range of backgrounds and abilities. We are deeply invested in the success of youth and young adults of all races, ethnicities, gender identities, religions, sexual orientations, economic statuses, or other socio-cultural identifiers.